

FOURTH AMENDMENT TO THE TOWN ATTORNEY EMPLOYMENT AGREEMENT

This Amendment to Town Agreement AGR13-180 is entered into this 16th day of January, 2018, by and between the Town of Los Gatos, a municipal corporation ("TOWN") and Robert Schultz ("EMPLOYEE").

RECITALS:

WHEREAS, Town and Robert Schultz executed an Agreement effective December 12, 2013 to provide Town Attorney services to the Town;

WHEREAS, a First Amendment to the Agreement was executed on December 17, 2015 to amend the employment agreement to award a 2% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2014 and a lump sum performance bonus of \$2,000; and

WHEREAS, a Second Amendment to the Agreement was executed on January 19, 2016 to amend the employment agreement to award a 5% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2015 and a lump sum performance bonus of \$5,000; and

WHEREAS, a Third Amendment to the Agreement was executed on February 07, 2017 to amend the employment agreement to award a 2.5% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2016, a lump sum performance bonus of \$2,500, and transfer the \$350 per month (\$4,200 annually) car allowance to annual base salary; and

WHEREAS, on the basis of the annual evaluation, the Town Council desires to amend the employment agreement to award a \$7,607 wage increase to the annual base salary, effective January 16, 2018, and a one-time lump sum performance payment of \$3,000; and

IT IS THEREFORE AGREED by the parties as follows:

Section 4 of the Agreement is amended to read as follows:

4. Compensation

(a) Base Salary.

- (1) The Town Attorney is awarded a \$7,607 wage increase for a total annual base salary of \$215,000, effective January 16, 2018.

(b) Performance Review.

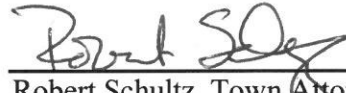
- (1) On the basis of an annual performance evaluation covering the fourth year of employment from December 2016 to December 2017, the Town Attorney is awarded a one-time lump sum payment of \$3,000.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Town Attorney Agreement on the date written above.

TOWN OF LOS GATOS




Robert Rennie, Mayor



Robert Schultz, Town Attorney

ATTEST:


Shelley Neis, Clerk Administrator for
Town of Los Gatos

**THIRD AMENDMENT TO THE AGREEMENT FOR EMPLOYMENT
TOWN ATTORNEY**

This Amendment to Town Agreement AGR13-180 is entered into this 7th day of February, 2017, by and between the Town of Los Gatos, a municipal corporation ("Town") and Robert Schultz ("Employee").

RECITALS:

WHEREAS, Town and Robert Schultz executed an Agreement effective December 12, 2013 to provide Town Attorney services to the Town;

WHEREAS, a First Amendment to the Agreement was executed on December 17, 2015 to amend the employment agreement to award a 2% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2014 and a lump sum performance bonus of \$2,000; and

WHEREAS, a Second Amendment to the Agreement was executed on January 19, 2016 to amend the employment agreement to award a 5% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2015 and a lump sum performance bonus of \$5,000; and

WHEREAS, on the basis of the annual evaluation, the Town Council desires to amend the employment agreement to award a 2.5% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2016, a lump sum performance bonus of \$ 2,500, and transfer the \$350 per month (\$4,200 annually) car allowance to annual base salary; and

IT IS THEREFORE AGREED by the parties as follows:

Section 4 of the Agreement is amended to read as follows:

4. Compensation

(a) Base Salary.

- (1) The Town Attorney is awarded a \$4,200 annual base salary increase representing the transfer of auto allowance amount plus a 2.5% wage increase for a total annual base salary of \$207,393.00, effective with the Town Attorney's anniversary date of December 12, 2016.

(b) Performance Review.

- (1) On the basis of an annual performance evaluation covering the third year of employment from December 2015 to December 2016, the Town Attorney is awarded a one-time lump sum payment of \$2,500.

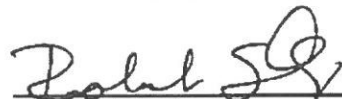
(e) Auto Allowance. Not applicable.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Town Attorney Agreement on the date written above.

TOWN OF LOS GATOS

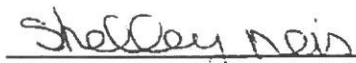


Marico Sayoc, Mayor



Robert Schultz, Town Attorney

ATTEST:



Shelley Neis, Clerk Administrator for
Town of Los Gatos

**SECOND AMENDMENT TO THE AGREEMENT FOR EMPLOYMENT
TOWN ATTORNEY**

ORD _____

REC _____

RESO _____

This Amendment to Town Agreement AGR13-180 is entered into this 19th day of January, 2016, by and between the Town of Los Gatos, a municipal corporation ("Town") and Robert Schultz ("Employee").

WHEREAS, Town and Robert Schultz executed an Agreement effective December 12, 2013 to provide Town Attorney services to the Town; and

WHEREAS, a First Amendment to the Agreement was executed on December 17, 2015 to amend the employment agreement to award a 2% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2014 and a lump sum performance bonus of \$2,000; and

WHEREAS, in December 2015, the Town Council concluded an evaluation of Robert Schultz's performance and determined that all performance goals and objectives were met or exceeded; and

WHEREAS, on the basis of the annual evaluation, the Town Council desires to amend the employment agreement to award a 5% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2015 and a lump sum performance bonus of \$5,000; and

WHEREAS, in addition, the Town Council and Town Attorney desire to make changes to the Agreement in regard to Exclusive Employment and Professional Development to be consistent with the Town Manager Agreement and to promote transparency and open government.

IT IS THEREFORE AGREED by the parties as follows:

Section 1(a) of the Agreement is added to read as follows:

1 (a). Exclusive Employment. During the term of this Agreement, Attorney shall be in the exclusive employ of TOWN; provided, however, that the term "exclusive employ" shall not prohibit future part-time employment which the Employee may desire to accept with appropriate prior knowledge and approval of the Town Council. "Appropriate prior knowledge and approval of the Town Council" shall mean that Attorney shall give four (4) weeks written notice to the Town Council prior to accepting part-time employment and approval of the Town Council shall be deemed given unless any Town Council member states in writing that they desire a closed session to discuss the part-time employment. Such part-time employment shall not in any way conflict in time or interest with Attorney's responsibilities to TOWN. Town Council shall have uncontrolled discretion in granting part-time outside employment and its determination to grant or deny part-time outside employment shall be final.

Section 4 of the Agreement is amended to add the following:

4. Compensation

(a) Base Salary.

(1) The Town Attorney is awarded a 5% wage increase for an annual base salary of \$198,135.00, effective with the Town Attorney's anniversary date of December 12, 2015.

(b) Performance Review.

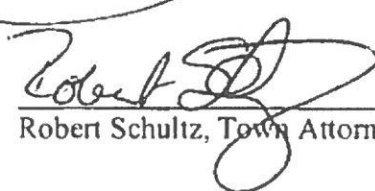
(1) On the basis of an annual performance evaluation covering the second year of employment from December 2014 to December 2015, the Town Attorney is awarded a one-time lump sum payment of \$5,000.

(j) Professional Development. TOWN agrees that attendance at League of California Cities, ABAG, CIPA, and other professional development activities is both beneficial and expected. TOWN hereby agrees to pay the travel, lodging, and subsistence expenses of Attorney for professional and official travel, lodging, meetings, and occasions, and for short courses, institutes and seminars necessary to continue the professional development of Attorney, and to adequately pursue necessary official and other functions for TOWN, in accordance with approved budgetary limitations. Notwithstanding the above, appropriate prior knowledge and approval of the Town Council must be obtained prior to the registering and expenditure of funds for conferences, seminars, forums or other professional development that exceeds the length one (1) day. "Appropriate prior knowledge and approval of the Town Council" shall mean that the Attorney shall give at least four (4) weeks written notice to the Town Council prior to registering for any professional development event that exceeds the length of one (1) day and approval of the Town Council shall be deemed given unless any Town Council member states in writing that they desire a closed session to discuss the matter.

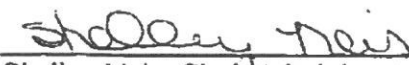
IN WITNESS WHEREOF, the parties have executed this Amendment to the Town Attorney Agreement on the date written above.

TOWN OF LOS GATOS


Barbara Spector, Mayor


Robert Schultz, Town Attorney

ATTEST:


Shelley Neis, Clerk/Administrator for
Town of Los Gatos

CLERK DEPARTMENT
AGR 15.001
IIIH _____
ORD _____
RESO _____

**FIRST AMENDMENT TO THE AGREEMENT FOR EMPLOYMENT
TOWN ATTORNEY**

This Amendment to Town Agreement AGR13-180 is entered into this 17th day of December, 2014, by and between the Town of Los Gatos, a municipal corporation ("Town") and Robert Schultz ("Employee").

RECITALS:

WHEREAS, Town and Robert Schultz executed an Agreement effective December 12, 2013 to provide Town Attorney services to the Town;

WHEREAS, in November 2014, the Town Council concluded an evaluation of Robert Schultz's performance and determined that all performance goals and objectives were met or exceeded; and

WHEREAS, on the basis of the annual evaluation, the Town Council desires to amend the employment agreement to award a 2% wage increase to the annual base salary, effective with the Town Attorney's anniversary date of December 12, 2014 and a lump sum performance bonus of \$ 2,000.

IT IS THEREFORE AGREED by the parties as follows:

Item 4 of the Agreement is amended to read as follows:

4. Compensation

(a) Base Salary.

- (1) The Town Attorney is awarded a 2% wage increase for an annual base salary of \$188,700, effective with the Town Attorney's anniversary date of December 12, 2014.

(b) Performance Review.

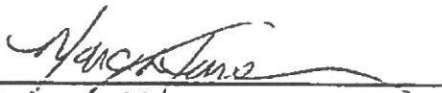
- (1) On the basis of an annual performance evaluation covering the first year of employment from December 2013 to December 2014, the Town Attorney is awarded a one-time lump sum payment of \$2,000.

Attachment 3


~~XXXXXXXXXXXX~~

IN WITNESS WHEREOF, the parties have executed this Amendment to the Town Attorney Agreement on the date written above.

TOWN OF LOS GATOS

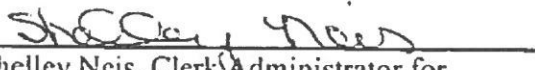


Marcia Jensen, Mayor



Robert Schultz, Town Attorney

ATTEST:



Shelley Neis, Clerk/Administrator for
Town of Los Gatos

**TOWN OF LOS GATOS
AGREEMENT FOR EMPLOYMENT
TOWN ATTORNEY**

CLERK DEPARTMENT

AGR 13.180

IIIH _____

ORD _____

REC _____

RESO _____

This Agreement is made and entered into this 2nd day of December, 2013, by and between the Town of Los Gatos, a California municipal corporation, hereinafter referred to as "Town" and Robert Schultz, hereinafter referred to as "Attorney."

RECITALS

A. Town desires to employ Attorney as Town Attorney to fulfill the duties set forth in Section 2.30.505 of the Town Code of Los Gatos.

B. Attorney has the education and experience for the position and desires to accept the appointment as Town Attorney of the Town of Los Gatos under the terms set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and respective and mutual covenants herein, Town and Attorney agree as follows:

1. Appointment. Town appoints Attorney and Attorney agrees to serve as Town Attorney. Attorney agrees to devote himself full time to the performance of the duties of Town Attorney, unless otherwise authorized in writing by the Town Council.
2. Duties. Attorney shall perform the functions and duties of the Town Attorney as specified under the laws of the State of California, the Los Gatos Municipal Code, and the ordinances and resolutions of Town, and perform such other duties and functions as the Town Council may assign from time to time. Legal services shall include, but not be limited to, the preparation and review of ordinances, resolutions, agreements, and contracts; legal research; attendance at Town Council meetings and other meetings upon request; rendering of legal opinions to the Town Council and Town Manager; representation of the Town, members of the Town Council and other Town officers and employees in claims and litigation filed by or against the Town, except those that the Town Attorney or Town Council determine should be handled by outside counsel; and such other legal services as may be directed by Town Council or Town Manager. Consistent with other demands of the office, Attorney will use his best efforts to handle general municipal and land use litigation himself to reduce costs of outside counsel.
3. Term. This Agreement shall commence on December 12, 2013 and extend indefinitely until terminated as provided hereinafter.

4. Compensation. Attorney shall receive the following compensation:

(a) Base Salary. Town shall pay Attorney the annual base salary of one hundred eighty-five thousand dollars (\$185,000.00) ("Base Salary"), in installments at the same time as other employees of Town are paid.

(b) Performance Review. The Town Council shall evaluate Attorney's performance annually and upon completion of its annual review, if Town Council determines that Attorney's performance is fully satisfactory (i.e. has met the performance expectations), Town Council shall increase Attorney's compensation in an amount at least consistent with compensation increases granted to other Town management employees. Attorney understands and agrees that he has no entitlement to an increase in compensation. The Town Council may adjust the base salary or provide a one-time lump sum payment, or a combination of both at the sole discretion of Council.

(c) Furlough. Attorney will be subject to time off without pay for Town approved furlough days.

(d) Holiday Closures. Attorney will be subject to take days off without pay during holiday closures, but may use leave balances to avoid loss of compensation during the Town approved closures.

(e) Auto Allowance. Attorney shall receive a monthly auto allowance of three hundred fifty dollars (\$350.00).

(f) Leave and Benefits. Except as otherwise set forth in this Agreement, in addition to the benefits specified herein, Attorney shall receive any and all employee benefits otherwise accorded Town's executive management employees, including without limitation paid retirement benefits consistent with Town policy through the Public Employees Retirement System and health benefits, and as those benefits may be changed from time to time.

(1) Vacation. As of the Attorney's commencement of employment, Attorney shall be credited with 14 days of vacation leave, and shall thereafter be entitled to accrue and use vacation leave at the same rate as set forth in the Town's vacation policy for management employees.

(2) Sick Leave. As of the Attorney's commencement of employment, Attorney shall be credited with twelve (12) days of sick leave, and shall thereafter be entitled to accrue and use sick leave at the same rate as set forth in the Town's sick leave policy for management employees.

(3) Administrative Leave. Attorney shall be entitled to forty (40) hours of administrative leave per year and, shall be entitled to use administrative leave in the same manner permitted pursuant to Town policy.

(4) Personal Leave. Attorney shall be entitled to personal leave in the amount up to forty (40) hours per year as determined by Town Council and, shall be entitled to use personal leave in the same manner permitted pursuant to Town policy.

(5) Health Insurance. Town shall contribute to Attorney's health insurance costs at the same rate as set forth in the Town's health insurance policy for management employees.

(g) Relocation Assistance. Attorney shall be reimbursed up to \$10,000 for relocation costs only after his immediate family members have relocated to the Bay Area. Any reimbursement shall be subject to repayment in full by Attorney to Town if he resigns prior to July 1, 2015. No housing allowance shall be provided.

(h) Retirement. Attorney shall participate in the Town's retirement plan through CALPERS and shall be enrolled as "Classic" status under PERS at the 2% at 60 rate and 36 months final compensation formula. Attorney shall be responsible for the employee contribution share at the same rate pursuant to Town policy for management employees. Attorney shall also be entitled to participate in the Town's Retiree Medical Program as made available to other management employees.

(i) Job Related Expenses. Town shall reimburse Attorney for costs of membership in the State Bar of California and for the reasonable costs of mandatory continuing legal education sponsored by the League of California Cities including transportation, food, lodging, tuition, and printed materials. Within budget limitations, the Town shall reimburse Attorney for costs of additional professional education and membership and attendance at meetings of professional groups such as the State Bar of California, Santa Clara County Bar Association, the League of California Cities (Attorney's Department), the Bay Area City Attorney's Association, and Santa Clara County City Attorney's Association or other relevant municipal law training. Attorney shall be reimbursed for any other costs or expenses reasonably related to the performance of his duties, subject to obtaining prior approval from the Town Manager and the Mayor.

5. Termination and Severance.

(a) Termination. This Agreement may be terminated in the following manner:

- (1) By attorney providing Town sixty (60) days written notice;
- (2) By majority vote of the Town Council; or
- (3) At any time by other method agreed upon by both parties in writing.

(b) Severance. In the event of termination by a majority of the Town Council for reasons other than Attorney's commission of a crime of moral turpitude or a violation of statute or law constituting misconduct in office or disbarment from the practice of law, Town Council will provide Attorney thirty (30) days written notice and Attorney shall be paid six (6) months of compensation as severance. Compensation for the purpose of calculating severance shall be attorney's based compensation as may be adjusted from time to time. Attorney shall be paid for

accrued vacation leave, holidays, and other benefits accrued at the time of the cessation of his duties, as part of any termination or retirement.

(c) Termination for Cause. In the event Attorney is terminated because of his conviction of any illegal act involving a felony, personal gain, or moral turpitude, Town shall have no obligation to pay the severance as set forth in this Agreement. In the event that Attorney is under investigation for any of the foregoing reasons, Town may withhold all or part of such severance pay until it is determined if charges will be filed, and if charges are filed, until final judgment is rendered.

Notwithstanding Paragraph 4 above, Town shall not be obligated to pay, and shall not pay, any amounts or continue any benefits under the provisions of Paragraph 4 and 5 if Attorney is terminated as a result of a conviction of a crime involving an abuse of his office or position. Any paid leave salary offered by Town to Attorney pending an investigation shall be fully reimbursed by Attorney if he is convicted of a crime involving an abuse of his office or position. For the purposes of this section, "abuse of office or position" means and is limited to the definition under Government Code section 53243.4 including either of the following: (a) an abuse of public authority including but not limited to waste, fraud, and violation of the law under color of authority; or (b) a crime against public justice, including but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the California Penal Code.

j. Indemnification. Town agrees to defend, hold harmless and indemnify Attorney against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Attorney's duties. Town, at its discretion, is not required to indemnify Attorney for any illegal or criminal acts committed by Attorney.

k. Other Terms and Conditions.

(a) Amendment. From time to time by mutual agreement, the Town Council and Attorney may amend this Agreement or fix other terms and conditions of Attorney's employment, either by written addendum attached hereto or by resolution, provided that such amendments are not inconsistent with the provisions of this Agreement, the Town Code, or any other law.

(b) Application of General Rules. As to any matter not expressly covered in this Agreement, Attorney shall be subject to the same rules and policies as any other management employee.

l. Notices.

(a) Notices pursuant to this Agreement shall be given by deposit in the custody of the United Postal Services, postage prepaid, addressed as follows:

Mayor and Town Council
Town of Los Gatos
110 E. Main Street
Los Gatos, CA 95030

Robert Schultz
Town of Los Gatos
110 E. Main Street
Los Gatos, CA 95030

(b) Notices also may be personally served in the same manner as applicable to civil litigation practice.

(c) Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission by the United State Postal Service.

(d) Either party hereto may change their respective address of record by providing written notice thereof in accordance with this Section.

9. General Provisions.

(a) The text herein shall constitute the entire Agreement between the parties.

(b) No provisions of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing by the Town and the Attorney. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement shall be deemed a waiver of other provisions or conditions hereof.

(c) This Agreement contains the entire agreement and understanding between the parties and contains all of the terms and conditions of the parties' agreement and supersedes any other oral or written negotiations, discussions, representations, or agreements. Attorney acknowledges that he has not relied on any promises, statement, representations, or warranties except as set forth expressly in this Agreement.

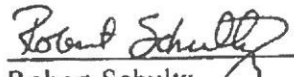
(d) This Agreement shall be binding upon and shall inure to the benefit of the respective heirs, executors, administrators, successors and assigns of the parties, provided; however, that Attorney may not assign his obligations hereunder.

(e) This Agreement shall be governed by and construed in accordance with the laws of the State of California, and venue for any action concerning this Agreement shall be limited to the Superior Court for the County of Santa Clara.

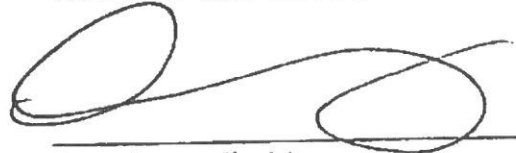
(f) If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

(g) Unless provided for otherwise by this Agreement, all provisions of the Town Code which are applicable to the Town Attorney shall remain in full force and effect.

ATTORNEY:


Robert Schultz

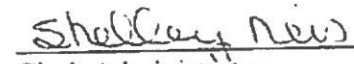
TOWN OF LOS GATOS:


Steve Leonardis, Mayor

Approved As To Form:


Judith Propp, Town Attorney

ATTEST:


Clerk Administrator



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/16/2018

ITEM NO: 19

DATE: JANUARY 10, 2018
TO: MAYOR AND TOWN COUNCIL
FROM: LISA VELASCO, HUMAN RESOURCES DIRECTOR
SUBJECT: APPROVE AMENDMENTS TO THE EMPLOYMENT AGREEMENTS BETWEEN
THE TOWN OF LOS GATOS AND THE TOWN MANAGER AND THE TOWN OF
LOS GATOS AND THE TOWN ATTORNEY

RECOMMENDATION:

Approve amendments to the Employment Agreements (Attachments 1 and 2) between the Town of Los Gatos and the Town Manager and the Town of Los Gatos and the Town Attorney.

BACKGROUND:

As appointees of the Town Council, the Town Manager and Town Attorney are employed under Employment Agreements specifying the terms and conditions of employment. The terms and conditions of employment include items such as base pay, basic and optional benefits, covered expenses, parameters for annual performance review, and conditions for termination/severability. Senate Bill 1436 requires an oral summary at a Council meeting of a recommendation related to modifying the salary, salary schedule, or fringe benefits of any person employed under an Employment Agreement with a local agency.

DISCUSSION:

As outlined in the respective Employment Agreements, the Town Manager's and Town Attorney's performance and compensation is reviewed on an annual basis in conjunction with a performance evaluation. The review of the Employment Agreement is conducted to ensure

PREPARED BY: LISA VELASCO
Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: APPROVE AN AMENDMENT TO THE EMPLOYMENT AGREEMENTS BETWEEN
THE TOWN OF LOS GATOS AND THE TOWN MANAGER AND THE TOWN OF LOS
GATOS AND THE TOWN ATTORNEY

JANUARY 16, 2018

DISCUSSION (cont'd):

legal compliance and to provide for any adjustments in the terms and conditions of employment.

In accordance with the agreement terms for Town Manager Laurel Prevetti, the Town Council completed the evaluation for her second year in the position, from September 2016 through September 2017. Under similar terms, the Town Council completed the evaluation for Town Attorney Robert Schultz for his fourth year in the position, from December 2016 through December 2017.

CONCLUSION:

Based upon the satisfactory completion of the performance reviews in closed session, it is recommended that the Town Manager's annual base salary increase to \$220,000 and the Town Attorney's annual base salary increase to \$215,000 both effective January 16, 2018. In addition, it is recommended that the Town Attorney receive a one-time lump sum performance bonus of \$3,000.

FISCAL IMPACT:

Funding to support the Town Manager and Town Attorney Employment Agreements is authorized in the annual budget each fiscal year along with all other Town employee compensation and benefits.

The additional fiscal impact for the remainder of 2017/2018 is \$12,099. The total salary and benefits cost for a full year is approximately \$650,965.

The increased base salary will be included in the base budget for future fiscal years. The total cost impact will be absorbed in the Town's existing operating budget.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Amendment to the Employment Agreement – Town Manager
2. Amendment to the Employment Agreement – Town Attorney
3. Salary Schedule Town Council and Management



Routing	Action(s)	Date Completed	Signature
1. Clerk	1. Assign Agreement # <u>18.009</u> 2. Verify attachments included/labeled 3. Verify no automatic renewals without defined termination date 4. Verify Insurance	1/23/18	JS
2. Finance	1. Confirm Fiscal Impact 2. Confirm contract amount agrees with Council approval 1/16/18 mtg 3. Verify Purchasing Policy Compliance (Bids/Sole Source/Bus Purpose/RFP) 4. Check Payment Terms	1/24/18	MS
3. Attorney	1. Approve Insurance Waiver 2. Review and Sign Agreement	1/24/18	RW
4. Assistant Town Manager	1. Review Agreement 2. Follow up with Departments if needed		
5. Town Manager	1. Review and Sign Agreement	Mayor 1-30-18	
6. Clerk	1. Scan to Laserfiche and file agreement 2. Laserfiche will email department pdf of signed agreement (Department sends agreement to vendor)	1/30/18	JS



**AGREEMENT ROUTING SHEET
(FOR INTERNAL USE ONLY)**

Agreement Narrative:

If your agreement has gone before the Town Council for approval, please reference that fact and include a very brief description of the purpose of the agreement. Identify bids/business purpose for vendor selection/RFP/Sole Source. If hourly rate please identify how cost was determined. If your agreement has not gone to the Town Council for approval, include a discussion of the purpose of the agreement, how the Town's purchasing procedures were followed, and any special instructions.

**Please insert
narrative
here:**

Per Council Agenda Report #19, meeting date 1/16/2018. Fourth Amendment to the Town Attorney Employment Agreement

Department Checklist (to be completed by originating department):

- ☐ Agreement Signed by Vendor:
- ☒ List Exhibits/Attachments with Title(s): *Attachment 1: Third Amendment; Attachment 2: 2nd amendment; Attachment 3: 1st amendment; Attachment 4: Original Agreement.*
- ☐ Copy of insurance certificates or Release of Liability
- ☐ Originals of bonds issued for contract
- ☒ First page of Town Council report
- ☐ Scope of work aligns to Council Report and contractor proposal/exhibits

☐ DIR #: _____

Date Project Awarded: _____

Date Staff submitted Project to DIR: _____

Project # _____